



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Vice President Job Description

Date: 2024-05

Next review date: 2026-05 (two years)

Type: Elected Officer

Reports to: Board of Directors

Term: Two-year term, followed by a two-year term as President and then two years as Past President

Function

- Elected officer of the EAC/ACB Board
- Act as Liaison between Heritage, Library, Sampler Registry Appointees, Seminar Liaison and the EAC/ACB Board
- Coordinate the awards and exhibitions.
- Assist the President and take over their duties in case of illness or another emergency
- Chair of the Promotions Committee (the purpose of which is to increase the visibility of EAC/ACB and possibly increase membership)

Time Commitment

15 - 20 hours per month on average. More in the months preceding a board meeting.

Duties

- Keep the EAC/ACB President informed of concerns or problems
- Reply to correspondence in a timely fashion
- Prepare and present a report for all board meetings

Appointee Liaison

- As Liaison, you will regularly communicate with the appointees under this portfolio, discussing problems, ideas, successes, budgets and everything else affecting them.

- Convey appreciation often for the work of the appointees and ask advice from their significant experience in EAC/ACB.
- Present Appointee Reports to Board Meetings

Awards

- Revise the awards and grants policies and information as required
- Receive Service Award nominations and ensure that information is sufficient for presentations to the Board
- Receive Memorial Scholarship Fund applications and ensure the information is complete for presentation to the Scholarship Selection Committee.
- Receive Seminar Grant(s) nominations, form a Judging Committee and present decisions of the committee at the fall Board Meeting. Follow up with winner(s), Treasurer and Seminar Registrar.
- Send updates to the editor of Embroidery Canada.
- Present awards at the EAC/ACB Luncheon or the seminar banquet as outlined in the EAC/ACB Award Presentations at the Seminar chart.
- Give the list of the awards that have been presented by the Vice President to the Secretary.

Promotions

- With the aid of a committee, coordinate the choice, ordering, advertisement and sale of EAC/ACB promotional products.
- Facilitate association challenges

Meetings to Attend

- Attend all board meetings.
- Attend Chapter Presidents' meetings in the second year of the term

Skills Required

- Experience attending EAC/ACB Seminars
- Excellent communication skills, tact, diplomacy, and problem-solving skills
- Excellent organizational skills
- Computer literate, very familiar with email and have a home computer or laptop

Skills Developed

- Detailed knowledge of the operation of EAC/ACB
- Interpersonal skills working as a national board member

Vice President Timeline

January

Ensure that required pins and awards are ordered for the seminar.

February

Attend the online board meeting

March

Request updates of Appointee Job Descriptions as required (review yearly)

April

Proof the seminar brochure before the board meeting

May

Present report at board meeting, including updates from portfolios

At the Seminar

- In the second year of the term, attend the Chapter Presidents' Meeting held at the seminar.
- At the Board Luncheon, introduce the current year Seminar Grant winner(s).
- Work with the Members' Exhibition Committee to verify the ballot count with the Seminar Chairperson.
- Present the Seminar Viewer's Choice Awards and the Seminar Group Awards to the winner(s) at the seminar banquet.

After the Seminar

- Add the winners to the awards and exhibitions list and upload it for the archives and the communications team for publication.

June

At the end of the term of office:

- Update the job description.
- Ensure the Vice President files are updated in electronic storage.
- Ensure a smooth transition of all information to the incoming Vice President.

September

In the second year of the term:

- Contact the Chapter Director to confirm the date and time of the Chapter Presidents' Meeting.
- Contact the Individual Member Director to determine if there will be a meeting at the Seminar.
- Request AGM reports from appointees under this portfolio and submit them with the VP report.

October

Prepare and submit a report for the November board meeting.

November

Attend the online board meeting and present the report.

Ongoing

- Respond to requests for information about EAC/ACB. Forward requests for new chapter information, magazines, and other questions to the appropriate people.
- Attend as many functions as possible as a representative of EAC/ACB.
- Reply to correspondence in a timely fashion.
- Submit expense forms regularly.
- Attend all board meetings.
- The month prior to board meetings request reports from appointees under this portfolio.